

What Can the Archives Do for You?

Office of the Secretary of State

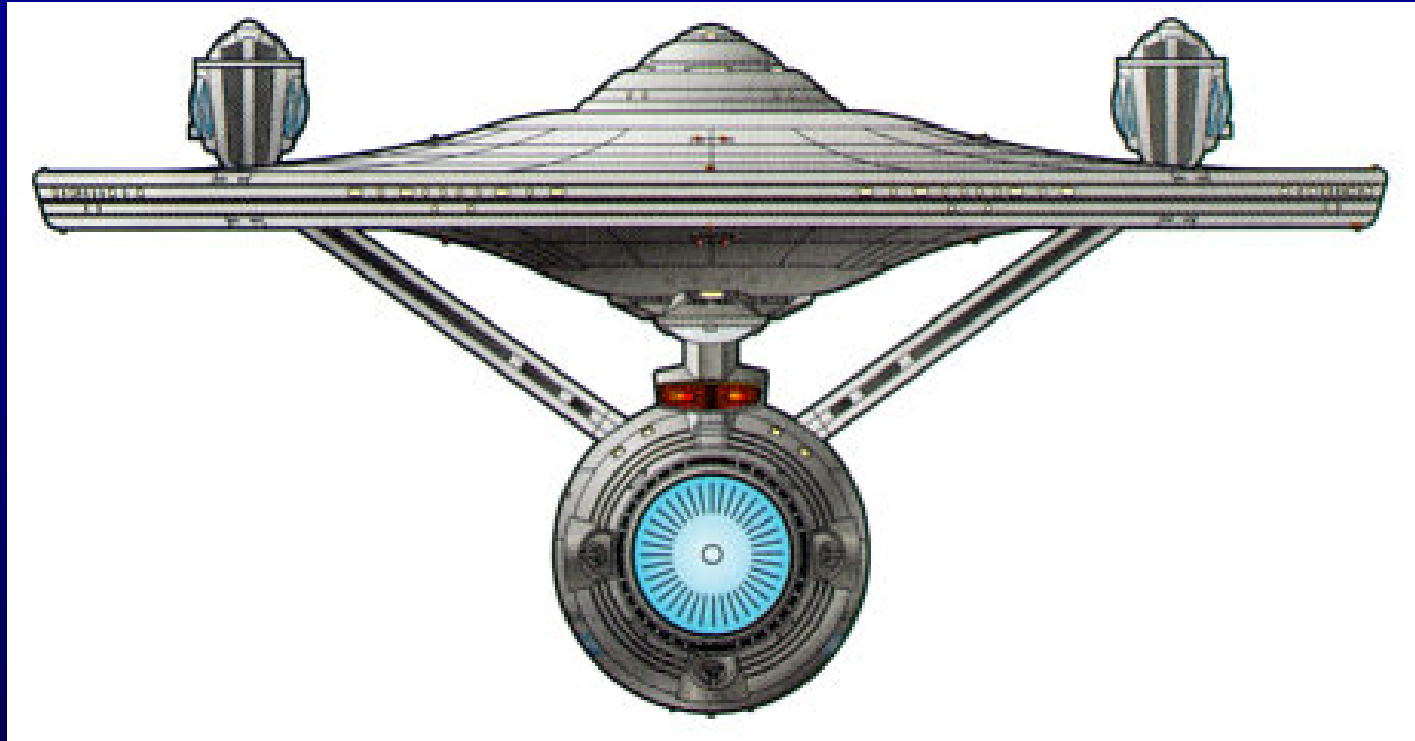
Archives & Records Management Division

Operations Committee

Dec. 7, 2006

Presented by Dan Speigle

The Enterprise View



Major Program Services:

- Archives
- Records Center
- Imaging & Preservation

Archive Services to State Agencies

1. Collect, restore, preserve and provide access to “archival” (legal and historical) records.
2. Access to the state archives, five regional archives and the digital archives.
3. Records management training & consultation.
4. Staff to State Records Committee.

Electronic Imaging Systems Approval (EIS)

- Required if original records will be destroyed.
- Obtain approval from Archives before implementation of imaging solution.
- Approval process consists of documenting the imaging system and procedures.
- Start early: getting all of the required information can take a while.

Digital Archives

- Opened October 2004
- Located in Cheney @ EWU
- First State Digital Archives in US
- Technology developed by Microsoft / EDS
- Recognized by Family Tree Magazine - 2 years running



Q: Digital Archives: What's there?

A: Lots of Data

- Both “born digital” and imaged records
- Governors Lowry & Locke web sites
- 750,000 marriage records
- 6.4 million total records (and growing)

Average over 700 researchers a day!

They come from over 70 countries



Records Center

1. Save valuable office space!
2. Secure storage for semi-active and inactive records.
3. Retrieve records if you need them.
4. Destruction of "obsolete" records (those that have met their legal retention period).
5. Training in records center use.

Records Center

Outstanding service at an excellent price!

Cost Comparison for one box from pickup
to disposal – Private Vendor versus
Records Center

State Records Center (2005-07 rate)	\$5.89
Private Vendor (2003 rates)	\$8.24

SAVINGS

40%

Imaging & Preservation Services

Imaging services provided:

- Microfilming and duplication (analog)
- Digital imaging (scanning)
- Security microfilm storage

Imaging & Preservation Services

Microfilm Service Offerings

- **Digital to Film (16MM) output (Archive Writer)**
- Document Preparation
- 16MM filming
- 35MM filming
- Film Processing

Imaging & Preservation Services

Scanning Service Offerings

- **Large format scanning (Jumbo Scan)**
- **Bound book volume scanning**
- Microfilm scanning
- Paper scanning
- Color scanning
- Document indexing
- CD-ROM creation and duplication

What Imaging does not do

- Computer Output to Microfiche (COM)
- Computer Output to Laser Disk (COLD)
- Temporary storage of electronic records or files

Digital WAC (434-662)

Preserving Electronic Public Records

So far

- Pre 2001 – original draft sent out; needed rework
- Oct 2005 – CR101 filed
- Sept 2006 – 1st draft sent out for comments
- Oct 13, 2006 – rec'd 75 sets of comments

Next Steps

Ongoing – Receive additional comments / suggestions

Review and implement comments

Mar 2007 – Distribute FAQ's

Hold workshops with state & local agencies

For More information:

Archives, Imaging, Records Center, Records Management:
Val Wood, Deputy State Archivist, 360-586-2665,
vwood@secstate.wa.gov

Digital Archives:

Adam Jansen, Digital Archivist, 509-235-7500 ext 201,
ajansen@secstate.wa.gov

Digital WAC:

Shane Hamlin, Legislative Liaison, 360-902-4141,
shamlin@secstate.wa.gov